

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S

NATIONAL WEATHER SERVICE

**OPERATING PLAN for
AMERICAN INDIAN/ALASKAN NATIVE EMPLOYMENT
PROGRAM
2007-2008**

Working Together to Save Lives



American Indian/Alaskan Native Employment Program

Operating Plan

FY 2007 - FY 2008

NOAA's National Weather Service is committed to create and support programs to increase the number of American Indian/Alaskan Natives (AI/AN) in scientific and technical fields and increase the awareness of NWS as an employer that values the contribution and culture of AI/ANs.

In an assessment done by the NWS Office of Equal Opportunity and Diversity Management (OEODM), AI/AN women are underrepresented in six of seven NWS mission-related occupations. The six occupations are Meteorologist, Electronic Engineers, Physical Scientist Information Technology, Electronic Technician and Meteorologist Technicians. AI/AN men are underrepresented in the Meteorologist, Electronic Engineers, and Physical Scientist job series.

The NWS AI/AN Employment Program (AI/ANEP) is part of an NWS effort to address and assist in reversing the underrepresentation and underutilization of AI/AN at NWS. This AI/AN Operating Plan (AI/ANOP) serves the purpose of ensuring that NWS offices are aware of its commitment to a more diverse workforce across the nation for the AI/AN community.

NWS AI/ANOP seeks to recruit talented candidates from outside the NWS; retain, promote, and develop current employees; create a pipeline for addressing current and future workforce needs; and to educate the NWS community about workplace barriers that may hinder AI/AN employees.

This plan is tied to the overall NWS Policy on Equal Opportunity and Diversity Management. Through the AI/ANEP, NWS is seeking to build relationships with AI/AN communities and engage them in the NWS's scientific, technical, and administrative. The NWS AI/ANOP calls for strengthening NWS outreach activities in a comprehensive effort to promote partnership opportunities with AI/AN communities in three critical areas: employment, education and training.

FY 2007-2008 Goals

| Goal | Lead Office | Completion |
|--|--------------------|----------------------|
| Initiate dialogue to establish long-term relationships with AI/AN organizations and advocacy groups. | OEODM | Quarter IV - FY2008 |
| Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees. | OEODM | Quarter III - FY2008 |
| Establish long-term relationships with AI/AN organizations and professional groups. | OEODM | Quarter III - FY2008 |
| Identify AI/AN students interested in atmospheric research at the NWS. | OEODM | Quarter III -FY2008 |
| Review SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified AI/AN candidates for senior-level positions. | OEODM | Quarter I - FY2008 |
| Create awareness among local AI/AN high school students about NWS Intern Programs. | OEODM | Quarter III - FY2008 |
| Create/monitor NWS-wide AI/AN mentoring program for employees in all occupations. | OEODM | Quarter IV - FY2008 |

Goal A: Enhance/Develop Employee Potential

Recruitment of Mentors and Mentorees

- 1. Establish formal mentoring program for interested AI/AN employees.**

Lead Office: OEODM

Completion: Identify mentors and mentorees by end of Quarter IV - FY2008

- 2. Research NWS recruitment strategies used to target AI/AN through professional organizations (e.g., AISES Magazine), and colleges and universities).**

Lead Office: OEODM

Completion: Create an AI/AN employment communications plan and initiate dialogue with a minimum of four major AI/AN publications and organizations by end of Quarter III - FY2008.

- 3. Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened, where possible; and review “status only” requirement.**

Lead Office: OEODM

Completion: Review vacancy announcement language and procedures by end of Quarter III - FY2008.

- 4. Initiate dialogue to establish long-term relationships with AI/AN organizations and advocacy groups.**

Lead Office: OEODM

Completion: Initiate dialogue with a minimum of three AI/AN organizations by end of Quarter III - FY2008.

- 5. Identify and target institutions that graduate a significant number of AI/AN with degrees that meet NWS job needs. Collaborate with these institutions to identify students interested in Atmospheric research and administration at the NWS.**

Lead Office: OEODM

Completion: Develop list of viable candidates by end of Quarter I - FY2008.

- 6. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.**

Lead Office: OEODM in coordination with local school districts.

Completion: Develop partnerships with three local school systems and secure their participation in existing NWS internship/apprenticeship programs by end of Quarter I - FY2008.

7. Review SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified AI/AN candidates for senior-level positions.

Lead Office: WFMO and OEODM

Completion: Make recommendations to WFMO and IC Directors for correcting any deficiencies by end of Quarter II - FY2008.

8. Create awareness among NWS recruitment personnel about the wide variety of AI/AN recruitment sources that can yield potential SES applicants (e.g., *National Association of American Indian/Alaskan Native Federal Executives, American Indian Science and engineering Society, etc.*)

Lead Office: OEODM

Completion: Initiate dialogue for the purpose of ensuring a pool of qualified applicants, with AI/AN executive-level organizations by end of Quarter III - FY2008.

9. Create awareness among high-potential NWS AI/AN employees of SES opportunities.

Lead Office: WFMO and OEODM

Completion: Create an SES awareness campaign by end of Quarter II - FY2008.

10. Create awareness amongst NWS AI/AN employees of existing executive/leadership training programs.

Lead Office: OEODM

Completion: Review AI/AN participation data for executive training programs by end of Quarter III - FY2008.

11. Identify and promote awareness of government-wide and NWS executive development training programs among high-potential AI/AN candidates in order to increase opportunities for inclusion in SES selection pools.

Lead Office: OEODM

Completion: Create an awareness campaign by end of Quarter III- FY2008.

12. Inform NWS minority employee groups and other Federal government AI/AN Special Emphasis Program Managers (AI/ANSEPMs) about hiring and promotion opportunities and utilize their networks for identifying qualified candidates for senior positions.

Lead Office: WFMO and OEODM, in coordination with National Council of AI/ANs Employment Program Managers

Completion: Secure membership to National AI/AN Council Employment Program Managers by end of Quarter IV – FY 2008.

13. Ensure that EEO Officers report their participation on NWS-administered Executive Resources Boards, Performance Review Boards, and SES Selection Panels.

Lead Office: OEODM

Completion: Review procedures on board and panel selections and make suggestions to correct deficiencies by end of Quarter IV - FY2008.

Goal B: Improve Retention

1. Review regional employment practices undertaken to retain AI/AN employees (e.g., use of retention bonuses, awards, promotions, etc.).

Lead Office: OEODM

Completion: Review retention data and make suggestions to correct any deficiencies by end of Quarter IV - FY2008.

2. Review exit interview procedures, questionnaires, and data for AI/AN employees and make recommendations for improvement.

Lead Office: Offices Chief Financial Officer and OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities

1. Review NWS American Indian/Alaskan Native employee participation in existing skill-building training programs, conferences, and seminars.

Lead Office: OEODM

Completion: Review AI/ANs participation data for training program by end of Quarter III - FY2008.

2. Promote awareness among NWS AI/AN employees of opportunities to compete for managerial, executive and upward mobility training (e.g., SES Candidate School, Federal Executive Institute, and the executive potential program).

Lead Office: NOAA Training Office and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter III - FY2008.

3. Review NWS nomination process among AI/AN and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2008.

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of AI/ANs. OEODM through existing tracking and reporting mechanisms will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Headquarters and Regional Directors, managers, and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to AI/AN employment.

1. Periodically update and review organizational American Indian/Alaskan Native workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

2. Submit Annual Status Report to the OEODM Director on the NWS progress towards improving the promotion potential of AI/AN.

Lead Office: OEODM

Completion: Annually